

**CLASS TITLE: SENIOR BUDGET ANALYST**

**Class Code: 02654400**  
**Pay Grade: 34A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform a variety of complex professional tasks in the analysis and preparation of the State budget; to independently examine and analyze the budgeting process and make recommendations as to potential modifications and improvements; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a supervisor with considerable latitude for the use of independent judgement; work is subject to review for conformance with laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Usually none except as assigned on a project basis; provides professional guidance to less experienced analysts as required.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To review agency operating and capital budget requests and prepare written budget analyses that summarize each assigned agency's history, primary responsibilities, enabling statutes, significant budgetary trends, and each budget issue for which a decision should be made, including a recommendation for each budget issue, to the Budget Officer and the Director of Administration; assist and advise the Governor and members of the Governor's staff in formulating the budget recommendations to be presented to the Legislature; and assist in preparation and coordination of the various documents published by the Budget Office.

To assist in the preparation of appropriation bills that reflect the Governor's budget recommendation to the Legislature; monitor legislative action on the Governor's budget recommendation; and assist in the preparation of fiscal notes on pending legislation in accordance with statutory requirements.

To prepare issue papers or miscellaneous special reports ensuring that deadlines are met; assist in the analysis of a wide scope of public finance issues, as they arise, such as cash flow analysis, debt management, and revenue estimation.

To assist assigned agencies in the preparation of their annual budget requests.

To study changes in agency operations that would enhance efficiency and effectiveness in achieving agency objectives.

To assist in maintaining administrative control over budgetary allotments of assigned agencies.

To develop and suggest improvements to the budget process and make recommendations as to potential modifications.

To assist in or supervise the preparation of issue papers or miscellaneous special reports, ensuring that deadlines are met.

To assist in instructing/familiarizing junior analysts in policies and procedures.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the accepted principles and practices utilized in the analysis of program objectives, procedures, organizational structure and financial resources as they relate to the preparation, review and implementation of agency budgets; a thorough knowledge of the principles and practices of public administration; a working knowledge of the principles and practices of program budgeting; the ability to recognize problems within the State budget system and

to conduct analyses, develop alternatives and participate in decision making; the ability to examine, assimilate and utilize the information garnered from agency documents, on-site visits, and national and regional literature related to budgeting agency activities; the ability to provide clear and concise reports on a timely basis; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree, demonstrating significant course work and academic experience resulting in advanced reading comprehension; evidence of research and report writing skills; and applied analytical and interpersonal communication skills, and

Experience: Such as may have been gained through: eighteen months employment as a budget analyst in a central budget office involving the preparation and presentation of the budget of a state.

Or: Thirty-six months employment as a budget analyst in a central budget office involving the preparation and presentation and presentation of the budget of a state, a large municipality, or the federal government may be substituted for the required education and experience.

Class Created: November 17, 1991

Editorial Review: 3/15/03